



Paris Center for Critical Studies, Fall 2012 Council on International Educational Exchange (CIEE) Application Instructions

Use the following as a guide to create an online CIEE application and upload required items by **April 1, 2012**. In order to complete the application by this date, **you will need to create your CIEE application and start working on the requirements now**. Before you begin the application process, carefully review the [CIEE Academic Policies and Procedures](#).

1. Create an online CIEE application, carefully following these instructions:

- Go to <http://www.ciee.org/study/apply/> and create an online CIEE applications:
 - Be sure to choose **2012** as your participation year.
 - Select **University of California EAP** as your institution any time the online application asks for it, **NOT the actual UC campus that you attend.**
 - Select **Fall 2012** under “Terms of Interest.”
- Once you complete your MyCIEE profile, click “save.” Then, go to “MyCIEE Home.”
- Click the box “My Applications,” then “Apply.”
- Follow the prompts on the website to complete your application, referring to the list below, which provides specific instructions on how, as a UCEAP student, you must complete each CIEE item due.

2. Complete the MyCIEE To Do List

When you sign into MyCIEE, use the “To Do” screen to find your application requirements, see what you’ve already completed, and what you have left to do. The list below details how, as a UCEAP student, you must complete each item. Follow these instructions carefully.

- Application**
 - Complete as instructed, but do NOT submit a payment. UCEAP students do not need to pay the CIEE application fee.
- Academic Information**
 - Complete as instructed
- CIEE Terms & Conditions**
 - Complete as instructed
- Personal Statement**
 - Complete as instructed
- CIEE Scholarships**
 - Complete as instructed

- Passport: Online Form**
 - Complete as instructed
- Passport: Color Scan of Passport**
 - Complete as instructed
- Home School Nomination: Online Form**
 - For “Study Abroad Advisor” choose “**Jill Harrison.**”
 - Do NOT complete the “Non-Credit Home School Waiver.”
 - Note that as a UCEAP student, you will NOT be charged the School of Record fee.
- Home School Nomination: School of Record Waiver**
 - You do not need to do anything for this task.
- Home School Nomination: Non Credit Waiver**
 - Do NOT complete the Non Credit Waiver
- Home School Nomination: Advisor Task**
 - You do not need to do anything for this task.
- Official Transcript(s)**
 - You may submit **unofficial** transcripts. Submit transcripts for each college or university you have attended.
- Language Evaluation: Online Form**
 - One academic evaluation is required. Once you fill in the information for the individual you would like to have complete your evaluation, the system will generate an email to that individual asking them to go online to complete it. The online evaluation should be from a French language professor familiar with your academic background.
- Evaluation: Evaluator Task**
 - The evaluator you chose (see above) will complete this task. You do not need to do anything for this task.

Important note about CIEE cancellation fees: In the event that you withdraw from the program after **March 31, 2012**, CIEE will charge financial penalties, in addition to any UCEAP withdrawal penalties. See the Student Budget in the Money Matters tab in your UCEAP Participants portal for details.

Questions? For questions regarding the CIEE application requirements, please contact the CIEE France Enrollment Officer, Megan Gardner, at (207)553-4104 or mgardner@ciee.org.